

Special Investigator Series

California State Personnel Board Specification

Series established November 2, 2010

Scope

This is a series specification that describes two classes that perform investigative work at the recruiting/learning, entry/training, journey, and full journey levels used throughout State service. (Incumbents in these classes do not have peace officer authority nor do they perform peace officer responsibilities as defined in the pertinent Penal Code California Section 830 et. seq.)

Schem Code	Class Code	Class
VI50	8611	Special Investigator Assistant
VI55	8612	Special Investigator

Special Investigator Series Specification - Class Titles and Codes

Definition of Levels

Special Investigator Assistant

Under close supervision as a learner and worker, to assist with the more routine phases of licensing and enforcement investigations; to assist in locating and interviewing witnesses and persons suspected of violations; to assist in obtaining and presenting facts and evidence to support administrative action or prosecution; to participate in training in order to learn the work of the department to which assigned; and to do other related work.

Special Investigator

The Special Investigator is a deep class with three alternate ranges. Responsibilities include, but are not limited to, conducting independent criminal, civil, and/or administrative investigations to detect or verify suspected violations or provisions of Federal, State, and/or local laws, rules, or regulations; obtaining and verifying evidence to support administrative action, conferences, and/or prosecution; determining type of case and developing investigation plan; conducting and completing investigations; maintaining accurate master investigation case files; providing technical assistance and training to others; cooperating with and securing the assistance of Federal, State, and local law enforcement agencies; preparing clear, concise, and accurate documents and reports detailing investigation activities and findings; and performing other related duties.

Investigation responsibilities at Range B are expected to be more complex and require broader knowledge and application of investigative techniques and procedures. Incumbents conduct the complex criminal, civil, and/or administrative investigations to detect or verify suspected violations of laws, rules, or regulations; locate and interview witnesses and persons suspected of violations; obtain and present facts and evidence to support administrative action, conferences, and/or prosecution; prepare and/or obtain search warrants; serve subpoenas, inspection warrants, and/or other official legal papers; and perform other related duties.

At Range C, incumbents (1) lead or review the work of a small staff of Special Investigators in the performance of field investigations; detect or verify suspected multiple violations of laws, rules, or regulations; (2) have independent responsibility to oversee an entire investigative operation or project; (3) independently conduct the most difficult and complex investigations and participate in multi-agency investigations or assignments; and/or (4) in an investigatory program, perform program or policy development and interpretation duties which specifically require investigatory expertise.

Minimum Qualifications

Special Investigator Assistant

Education: Equivalent to completion of two years of college (60 semester units) with a major in criminal justice, law enforcement, criminology, administration of justice, or police science. (Students who have completed at least 30 semester units of college will be admitted to the examination, but they must produce evidence of completion of the required 60 semester units before they can be considered eligible for appointment.)

Special Investigator

EITHER I

Equivalent to graduation from an accredited college/university with either a:

(1) Major in criminal justice, law enforcement, criminology, administration of justice, business, or public administration. (Students in their senior year in college will be admitted to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.) or

(2) Minor in criminal justice, law enforcement, criminology, administration of justice, business, or public administration with evidence that the following courses or their equivalent have been completed: introduction to criminal justice, introduction to criminal law, basic investigation, evidence, criminal procedure, philosophy of law, accounting, finance, real estate; and an internship in criminal justice, law enforcement, criminology, administration of justice, business, or public administration. (Students in their senior year in college will be admitted to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

OR II

Education: Equivalent to completion of two years of college with a major in criminal justice, law enforcement, criminology, police science, administration of justice, business, or public administration. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) and

Experience: Two years of experience as a police detective or as an investigator performing comparable investigative work in a public or private agency or in the armed services.

OR III

Education: Equivalent to completion of two years of college with a major in criminal justice, law enforcement, criminology, police science, administration of justice, business, or public administration. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) Applicants who are being considered for Special Investigator positions must possess the educational equivalent to completion of the twelfth grade. and

Experience: One year of experience in the California state service performing duties at a level comparable to those of either an Investigator Assistant, Special Investigator Assistant, or in an investigation assignment in the class of Management Services Technician, Range B. (Applicants who have completed six months of service in the class of either Investigator Assistant, Special Investigator Assistant, or Management Services Technician, Range B, will be admitted into the examination, but they must satisfactorily complete one year of experience in the class before they can be considered eligible for appointment.)

Desirable Qualifications

In addition to possessing the above requirements, Special Investigators may be required to meet the following department-specific requirements prior to appointment into a position with that department:

Real Estate, Department of: Equivalent to graduation from college with specialization in Real Estate, Law, Finance, Public Administration, or Business Administration and two years of experience in one of the following areas: sale or exchange of farm, residential, or business properties; and/or negotiating for real estate loans in a bank, realty office, or savings and loan bank.

Knowledge, Skills, and Abilities

Special Investigator Assistant

Knowledge of: Investigation techniques and procedures; rules of evidence and court procedures; laws of arrest, search and seizure; legal rights of citizens; and service of legal process.

Ability to: Interpret and apply laws and regulations to specific situations; gather and analyze facts and evidence; reason logically, draw valid conclusions, and make appropriate recommendations; communicate effectively; prepare written documents and accurate detailed investigation reports clearly and concisely; follow written and oral instructions; participate effectively in investigations and interviews; and establish and maintain cooperative working relationships with Federal, State, local law enforcement agencies, and others.

Special Investigator

Knowledge of: All of the above, and interviewing techniques; duties of Federal, State, and local law enforcement agencies; provisions of the laws, rules, or regulations enforced or administered; and principles and techniques of personnel management and supervision.

Skill to: Perform investigatory work; and plan, organize, and direct investigations.

Ability to: All of the above, and analyze situations accurately, think and act quickly in emergencies, and take an immediate and effective course of action; develop, organize, prioritize, and manage multiple case investigations, work plans, and other assignments or tasks; review and evaluate the work of others; and provide guidance and constructive feedback.

Department Specific Knowledge

In addition to possessing the knowledge above, Special Investigators may be required to possess the following department-specific knowledge:

Insurance, Department of: Knowledge of general insurance principles, practices, procedures, and terminology; general insurance and contract law, the Insurance Code, related statutes, and court decisions; and accounting principles and procedures.

Real Estate, Department of: Knowledge of the laws, rules, and regulations pertaining to real estate research, enforcement, licensing, subdivision, and recovery.

Special Personal Characteristics

Possession of a valid driver license of the appropriate class issued by the California Department of Motor Vehicles; aptitude for investigation work; ability to be flexible; willingness as a learner to do routine or detailed work in order to learn the practical application of investigative principles; may be required to travel; keenness of observation; good memory for names, faces, places, and incidents; neat personal appearance; tact; emotional stability and maturity; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school, or other activities, or by well-defined occupational or vocational interests.

Minimum Age

Minimum age for appointment: 21 years

Class History

Class	Date Established	Date Revised	Title Changed
Special Investigator Assistant	11/02/2010	07/05/2011	--
Special Investigator	11/02/2010	07/05/2011	--
Special Investigator Series History - Dates Established, Revised, and Title Changed			

Updated 10/4/2012